QAMAR QADIR

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Address: House # L-582 Block -A- LERP Musharraf Colony Hub River Road , Karachi Pakistan.

OBJECTIVE:
Seeking a suitable career oriented position in a reputable organization to prove my ability.

Academic Qualification:

- Intermediate Karachi Board 2018 (Commerce)
- Matric Karachi Board 2015 (Science)

Super Power Claim Center Akbar Road Karachi: **1-5-2021 to 1-12-22**
Designation: Store keeper

***Job Responsibilities*:**

- Maintain Gate pass status for Plant(NGP) & (RGP)
- Claim Parts Return to Plant
- Monthly Update Physical Stock Record
- Manage the record all paper filling
- Using the ERP Software
- Provide Customer service on floor
- Quality and quantity checking at the time of Receiving
- Physically maintain Parts Inventory
- Solving capabilities of different challenges
- Inventory management
- Receiving of material from suppliers
- Data Entry in ERP
- Issuance of material
- Prepare bill Good/ Receipt PO of incoming material and submit to account
- Coordination with distributors,vendors,and courier service

Pirani' Group of Industries (Pvt) Ltd: **26-6-2019 to 30-4-2021**
Designation: Computer Operator

***Job Responsibilities*:**

- Maintain Inventory of purchase depart store and spare and consumables
- Maintain Gate pass status
- RGP (Returnable gate pass), NGP (Non Returnable gate pass)
- PR (Purchase Requisition),MR(Material Issued Requisition)
- Manage the record all paper filling
- Maintain the record Depart Staff Attendance
- Daily overtime and conveyance report Email to HR Department
- Maintain the Operate inventory (ERP)system document

Toyota Indus Motor Company (Pvt) Ltd: **2017 to April 2019**
Designation: Logistics Operator (Apprenticeship Program)

***Job Responsibilities*:**

- All Parts supply for assembly production line
- All Parts loading and unloading
- Check Quality of parts
- Maintain the packing check sheet and warehouse board update
- 5S and other Department work
- Daily parts shortage report forward to Team leader
- Maintain all record as per company policy
- Performing of monthly and annually Audit of the group

Computer Courses and Other Skills:

- MS Office from Madina Institute.
- Using ERP (Circle Software)
- Well versed with the usage of internet-mail
- All Software,MS Office-Word,Excel,Power Point

Personal Information:

Father name:	Abdul Qadir
C.N.I.C #:	42401-5405340-5
Domicile:	Karachi Sindh
Date of Birth:	May 13th 1998
Marital Status:	Married